COMMITTEE NAME: EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE (ECUS)
MEETING DATE & TIME: 5 APR 2013; 2:00 – 3:15
MEETING LOCATION: PARKS ADMINISTRATION BUILDING, ROOM 301

ATTENDANCE:

MEMBERS		"P" denotes Present, "A" denotes Absent, "R" denotes Regrets	
R	Janet Clark (CoAS, ECUS Chair Emeritus)	P	Deborah MacMillan (CoHS)
R	Steve Dorman (University President)	P	Lyndall Muschell (CoE, ECUS Vice-Chair)
P	Joshua Kitchens (Library)	P	Craig Turner (CoAS, ECUS Secretary)
P	Matthew Liao-Troth (Interim Provost)	P	Catherine Whelan (CoB, ECUS Chair)
P	Bryan Marshall (CoB, APC Chair)	P	Susan Steele (CoHS, CAPC Chair)
P	Leslie Moore (CoHS, FAPC Chair)	P	Maureen Horgan (CoAS, RPIPC Chair)
P	Dianne Chamblee (CoHS, SAPC Chair)	R	John Swinton (CoB, SoCC Chair)
P	Toi Franks (Staff Council Chair)	A	Cody Allen (Student Government President)

GUESTS:
Matthew Williams (Graduate Assistant of the 2012-2013 University Senate)

Italicized text denotes information from a previous meeting.	
*Denotes new discussion on old business.	

AGENDA TOPIC	DISCUSSIONS & CONCLUSIONS	ACTION OR RECOMMENDATIONS	FOLLOW-UP {including dates/responsible person, status (pending, ongoing, completed)}
I. Call to order	The meeting was called to order at 2:03 pm by Catherine Whelan (Chair).		
II. Approval of Agenda	A motion to approve the agenda was made and seconded.	The agenda was approved as circulated.	

III. Approval of Minutes	A motion to consider the DRAFT 22 Mar 2013 ECUS minutes was made and seconded. These minutes had been circulated via email to the committee for review and there were clarifications made to the *Adviser Change Process* and *Locked Classroom* concerns. The minutes had been posted as amended to the minutes.gcsu.edu site.	The 22 Mar 2013 ECUS minutes were approved as posted to the minutes.gcsu.edu site.	
IV. Reports			
President's Report **Steve Dorman**	As President Dorman had extended regrets and was unable to attend this meeting, there was no President's Report..		

Provost's Report
 	
Matthew Liao-Troth
	1. **Writing Center Moves to the Library**
	   a. The Writing Center has successfully transitioned to the second floor of the Library.
	   b. There are now five resources for students located on the library's second floor, specifically there are centers for writing, learning, and research as well as the reference and circulation desks.
	   c. Student use of the library has been increasing as these centers have transitioned from other campus locations into the library.
	2. **Student Opinion Surveys**
	   a. As a follow-up to the recent FAPC motion (1213.FAPC.002.O) on Student Opinion Surveys, we are transitioning to the IDEA SRoI (Individual Development and Educational Assessment Student Ratings of Instruction). The IDEA was selected over the other option (ETS SIR II Educational Testing Service Student Instructional		

	Response (Version 2)) due to its user-friendliness and flexibility including the ability for up to ten customized questions to be added by the course instructor. The IDEA instrument is also nationally normed and psychometrically sound. It supports comparison of each faculty member's response data to those of peers in the same department and rank at all other institutions that subscribe to the IDEA SRoI. b. Campus Information Technology testing of the IDEA system is in progress. A glitch in this testing sent several emails to each member of the corps of instruction. The unintended emails were followed up by an explanatory email from Chief Information Officer, Robert Orr, apologizing for any inconvenience. c. The IDEA SRoI was the first choice of FAPC members, Department Chairs, and Deans. This unanimity was also influential in its selection. d. The IDEA testing will continue in the summer 2013 semester when we will seek 25 volunteers to allow the system to be tested in their courses. Desirable in this volunteer pool will be diversity of the type of courses so the pilot testing can be as robust, comprehensive, and informative as possible. e. As a side note, the average of the online Student Opinion Survey response rates has increased, after starting at 30% as expected with a		

	transition from paper and pencil to online, to eclipse 50%. It is anticipated that these response rates will continue to increase and level off at or near 75%. 3. **Any Questions?** Question: Is there any update on the **Faculty Compensation Philosophy** that we heard about earlier this year (at the 01 Feb 2013 ECUS-SCC meeting)? Answer: The development of a faculty compensation philosophy will continue into the next academic year. While we have sought help from over nine external consulting agencies, we have yet to finalize with a firm. The idea, suggested by Jan Clark, of looking within this institution for appropriate expertise to keep down the price of an external firm will be among the future avenues of exploration on this initiative.		
SAPC (Student Affairs Policy Committee) Report – **Dianne Chamblee**	1. **Motions** SAPC has no motions to offer for consideration at the 19 Apr 2013 meeting of the University Senate. 2. **Meeting** The SAPC March 2013 meeting was held Friday March 22. 3. **SGA Initiatives** We had two members of the Student Government Association (SGA) in attendance in addition to our student member, Stephen Scates. The following SGA projects were presented to the committee. a. RSO Survey A survey conducted targeting RSO (Recognized Student Organization) presidents asking the		

following questions:
- i. What is the official name for your RSO?
- ii. State the number of students registered with your RSO.
- iii. Of the previous number, how many regularly attend your RSO's meetings?
- iv. Where does your RSO's meeting generally take place?
- v. At what time does your RSO generally take place

A number of graphs were provided as well as a list of comments. SGA will provide a final summarization of their findings to SAPC at its April meeting. SAPC will share these findings with Senate. - Sarah Rose

b. <u>Student Emergency Fund</u> SGA Task Force "Students Helping Students" – Caitlin Mullaney
- i. Money Raised: $254.95 (total)
  - Papa John's Partnership $84.95
  - Sonic Partnership: $70
  - King of Diamonds Winner: $100
- ii. Current Events:
  - Emergency Fund Raffle – extended until 4/19
- iii. Recurring Events:
  - Papa John's Partnership – April 9, 10, 29, 30, May 1 & 2
  - Sonic Partnership – April 4 & 25
- iv. Upcoming events:
  - Color for a Cause 5K – April 20
  - Dodgeball for a Cause – April 23 4pm

4. **<u>Obstacles Progression / Graduation</u>**
SAPC took the opportunity to get student feedback on GCSU obstacles to completing degrees in four years.

	a. Availability of online classes during the summer was seen by each of the students to be an obstacle along with a variety of other issues. b. The students committed to conducting a student survey through SGA to help identify perceived obstacles from a larger population of students. An update will be provided next SAPC meeting.		

APC (Academic Policy Committee) Report –
 	
Bryan Marshall
	1. **Motions** APC has one motion to offer for consideration at the 19 Apr 2013 meeting of the University Senate, specifically a proposed Distance Education Policy.
	  a. The procedures for this policy are not explicitly included in the proposed policy document.
	  b. APC did discuss and endorse these procedures with Associate Provost Tom Ormond at its recent meeting.
	  c. Dr. Ormond has also circulated these procedures for review to other groups including the department chairs and reviews have been favorable.
	2. **Disastrous Semester Policy** As APC reviewed the latest draft of this proposed policy, the desire for a formula to give a clear metric of how "disastrous" drop in grade point average emerged. There was no satisfactory formula identified during the deliberation at the APC meeting. The 2012-2013 APC will forward this item to the 2013-2014 APC and recommend its continued consideration including the search for the aforementioned formula.		

CAPC (Curriculum and Assessment Policy Committee) Report – **Susan Steele**	1. **Motions** CAPC has no motions to offer for consideration at the 19 Apr 2013 meeting of the University Senate 2. **Information Items** CAPC will provide a couple information items at the upcoming meeting of the University Senate. 3. **Distance Education** CAPC is seeking clarification on matters pertaining to the distance education policy mentioned in the APC report.		
FAPC (Faculty Affairs Policy Committee) Report – **Leslie Moore**	1. **Motions** FAPC has no motions to offer for consideration at the 19 Apr 2013 meeting of the University Senate 2. **Post-Tenure Review (Post-TR)** The 2012-2013 FAPC will recommend that the 2013-2014 FAPC continue reviewing the existing Post-TR language in the institutional Policy, Procedures and Practices Manual. 3. **Faculty Evaluation**: Faculty input on faculty evaluation is in progress		.

RPIPC (Resources, Planning, and Institutional Policy) Report –
 	
Maureen Horgan
	1. **Meeting** RPIPC did not meet on 22 March 2013
	2. **Motions** RPIPC is not bringing any motions to University Senate in April.
	3. **Updates on Motions to Senate**
	  a. Public Art Policy – The committee is in place except for the single SGA appointee and the ScoN appointees, the latter will be decided later in this meeting.
	  b. Shared Sick Leave Policy – Human Resources has received the original drafts of forms and is working on the program. Maureen is hoping to hear something in time to report to the Senate in April.
	4. **12-month vs. 10-month pay** Maureen		

	will check with appropriate university personnel to decide if and how we should gauge interest at Georgia College and elsewhere in the USG system. 5. **Service Recognition Lag**. This is being addressed by Catherine Whelan and will be reported on later in this meeting.		

ECUS (Executive Committee of the University Senate) Report –
 	
Catherine Whelan
	1. **Motions** ECUS has one motion to offer for consideration at the 19 Apr 2013 meeting of the University Senate, specifically a proposed Service Recognition Policy.
	  a. The main conversations points of the 22 Mar 2013 ECUS meeting were provided. These conversation points are documented below under the category of Unfinished Business and the topic of *Service Recognition*.
	2. **2013-2014 Governance Calendar** The final draft was endorsed by ECUS at its 22 Mar 2013 meeting.
	3. **Committee Annual Reports** These reports are due on Wednesday 24 April 2013. Submit them to senate@gcsu.edu or catherine.whelan@gcsu.edu by email. The template and the final versions of 2012-2013 committee reports have been circulated to standing committee chairs by email.
	4. **PPPM** Catherine Whelan met for six hours with Mike Digby and Tom Ormond to do a page by page review of the PPPM (Policies, Procedures and Practices Manual) Highlights of this meeting are:
	  a. At present many of our policies include a copy of existing BoR policy and we propose that the BoR policy need not be duplicated in our
			Lyndall Muschell and Catherine Whelan to ensure that a motion is entered into the online motion database with the relevant supporting documentation for the proposed "Service Recognition Policy."

Policy Manual.

b. There were three to four policies that were identified for review by the University Senate.

c. All of the new policies that were recommended by the University Senate and approved by President Dorman during the 2012-2013 academic year will be incorporated into the PPPM as soon as possible.

d. There will be a modification to the existing policy template for the University Senate to request the inclusion of a draft of the entry into the PPPM be prepared at the time a new policy is proposed. This template requesting draft language will also apply to procedures and practices and will ask that the type of the entry (policy, procedure, The intent is to expedite and simplify the placing of future policies, practices, and procedures into the PPPM.

e. Brief Conversation from the Floor: FAPC members expressed interest in how modifications to the PPPM are archived. It was noted that there is an active ChangeLog that tracks and documents every change made to the PPPM. Josh Kitchens indicated an interest in having at least an annual snapshot of the entire PPPM that could be archived in Special Collections.

5. **University Senate Electronic Presence**

a. A work group met on this earlier in this semester.

b. The recommendations of the work

group were to streamline the public presence at senate.gcsu.edu so that some information about the senate that likely would not require much change is presented.

    c. The detailed information will be placed behind a firewall and be accessible only to the university community with authentication (likely via CAS username and password).

    d. The tools (agenda, online databases) will also be reviewed. The agenda tool may be phased out and allow the continuation of placing agendas into the repository as has been the case for much of the 2012-2013 academic year.

    e. Over the summer, Matthew Williams and Catherine Whelan will attempt to implement the work group recommendations

6. **Recognitions (Certificates)**

    a. Standing Committee Chairs were asked to distribute these certificates to members of their committees.

    b. Those recognized would be one year term volunteers serving on the committee as well as senators with a term of service ending in April 2013. Also recognized are leaders and include committee and senate officers and ECUS members.

    c. Most of the certificates will have been distributed to the recipients by standing committee chairs. This will minimize the number of certificates that need to be distributed during the

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19 Apr 2013 meeting – the final scheduled meeting of the 2012-2013 University Senate.

d. Some of the recipients who will have already received certificates will be recognized at the senate meeting. In particular, this would include the senators with a term of service ending in April 2013.

7. **Governance Retreat Planning**

a. The members of the 2013 retreat planning committee are Lyndall Muschell, Catherine Whelan, Deborah MacMillan, Holley Roberts, and Craig Turner.

b. A budget proposal for an overnight retreat in August 2013 was recently submitted to President Dorman.

c. This proposal is presently under review.

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SCoN (Subcommittee on Nominations) Report –

Lyndall Muschell

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1. **Committee on Public Art** A call for nominations/self-nominations to serve on the Committee on Public Art was sent to the university community on Tuesday, April 2. The deadline is Monday, April 8. At present, eight nominations/self-nominations have been received. These were distributed to ScoN members for review. The recommendation has been made to select up to four members representing both faculty and staff for the upcoming year as the new committee works to develop procedures and guidelines. There was also the recommendation made that someone representing the Library be a part of the first committee to assist in determining the best use of the large

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Lyndall Muschell and Catherine Whelan to ensure that a motion is entered into the online motion database with the relevant supporting documentation for the proposed "Slate of Nominees for Officers and Committees of the 2013-2014 University Senate."

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	public art space within this facility. 2. **<u>Organizational Meetings of the 2013-2014 University Senate & Committees</u>** All faculty elected senators, volunteers, and appointees will be invited to attend the initial meeting of the 2013-2014 University Senate scheduled for April 26. Immediately following the Senate meeting, the organizational meetings for the 2013-2014 committees will be held. The members of the 2013-2014 ECUS will facilitate the election of officers for these senate committees. Those who will be facilitating the elections will be notified and directions given for reporting back on results. SoCC will not meet at this time as the University Senate Bylaws state that the new CAPC chair will be responsible for calling the organizational meeting for SoCC to elect officers. Rooms in A&S have been secured for the afternoon meetings. 3. **<u>Slate of Nominees</u>** Catherine Whelan and Lyndall Muschell worked together to develop the slate for the 2013-2014 University Senate. **<u>Committee on Public Art Deliberation</u>** The members of SCoN who were at the meeting reviewed the nominees for the Committee on Public Art. As the deadline for nominations and self-nominations extends through Monday 8 Apr 2013, no final decisions were made. A tentative list of nominees for this committee was created based on the information available and this list may be modified if other nominations are received.		

	Slate for 2013-2014 Deliberation The draft *Slate of Nominees for University Senate Officers and Members of the Committees of the 2013-2014 University Senate* prepared by Lyndall Muschell and Catherine Whelan had been circulated with the tentative agenda. This slate was discussed by the members of SCoN who were present at the meeting. It was noticed that one of the thirteen-member committee had four members from the same department proposed as members. This was a point of concern to all once identified, and as a result a couple modifications were made to the slate. After those modifications were made, the members of SCoN that were present unanimously endorsed the slate, as amended, for consideration by the members of the 2013-2014 University Senate at the 26 Apr 2013 organizational meeting.		
V. Information Items Actions/Recommendations			
Committee Annual Report	<u>*01 Mar 2013*</u> *There was one information item provided.* 1. **Committee Annual Report** *Catherine Whelan indicated her intent to send an email reminder to standing committee chairs regarding committee annual reports including the template and due date. Catherine reminded those present that this report should be completed in consultation with the committee.* <u>05 Apr 2013</u> 1. These reports are due on Wed 24 April		<u>*01 Mar 2013*</u> *Catherine Whelan will send an email reminder to standing committee chairs regarding committee annual reports including the template and due date.* <u>05 Apr 2013</u> Catherine Whelan did send an email reminder to standing committee chairs

	2013. Submit them to senate@gcsu.edu or catherine.whelan@gcsu.edu by email. The template and the final versions of 2012-2013 committee reports have been circulated to standing committee chairs by email.		regarding committee annual reports including the template and due date as well as electronic copies of the 2011-2012 committee reports.
VI. Unfinished Business **Review of Action & Recommendations, Provide updates (if any) to Follow-up**			
Policies Procedures and Practices Manual (PPPM)	*28 Sep 2012* *Catherine Whelan indicated that she would be meeting with Mike Digby to further talk about the PPPM and would have more information to share after that meeting.* *26 Oct 2012* 2. *Catherine Whelan indicated that she had recently met with Dr. Mike Digby to discuss the next steps on the PPPM.* 3. *Mike Digby noted that he was charged to edit and not to rewrite. He considered this aspect when formulating the proposed next steps (in item 3 below). Some of the next steps correspond to edits (editorial changes), others are rewrites (content changes) that would require a review by other university personnel or committees.* 4. *As the new software to manage the PPPM was now in place, Catherine Whelan and Mike Digby had agreed to propose the following as next steps:* a. **Restructuring**: *Modifying the existing section titles to support better indexing and to make the PPPM more*	*26 Oct 2012* *The PPPM Motion (26 Oct 2012) was approved.*	*28 Sep 2012* *Catherine Whelan will ensure that this topic is placed on the tentative agenda of a future ECUS or ECUS-SCC meeting.* *26 Oct 2012* *Catherine Whelan will inform Mike Digby of PPPM Motion (26 Oct 2012) authorizing him to implement their jointly proposed next steps on the PPPM.*

user friendly with respect to the use of the find / search function to locate and identify existing policies, procedures, and practices.

b. ***Reformatting Policy Statements****: Reformat the existing university policies that are in the PPPM, as necessary, to align with the current standardized university policy format template. The current and reformatted versions will be referred to ECUS for steering to itself or other individuals and committees for review. The review in this case would be asking if the reformatting modifies the intent of the language that articulates the policy statement and its associated procedures (if such procedures exist).*

c. ***Identifying / Resolving Conflicts****: In some cases (such as Student Opinion Surveys), there are multiple versions of a policy statement that contain conflicting information. In these cases, the multiple versions will be identified, collated, and referred to ECUS for steering to the appropriate individual or policy committee for review and conflict resolution.*

d. ***Authorizing Procedure / Practice****: Some procedures and practices that are included in the PPPM are dated (inconsistent with perceived current procedure and practice) and some do not identify an individual (position) responsible and authorized for their maintenance. Such practices and procedures will be identified and*

	referred to ECUS for steering to the appropriate individual or committee for review.
	
	5. ***PPPM Motion (26 Oct 2012)***: *A motion To acknowledge the excellent work on the PPPM by Dr. Mike Digby and authorize him to take the proposed next steps, to*
	   a. *modify section titles to support better indexing and facilitate the search/find function of the PPPM*
	   b. *coordinate the reformatting of existing policy statements in the PPPM, as necessary, to align them with the current standardized university policy format template and refer the existing and reformatted versions to ECUS for steering to itself or other university personnel or committees to review the reformatted versions with respect to modification (if any) to the intent of the language articulating the policy statement or its associated procedure (if such procedures are present),*
	   c. *identify and collate conflicting versions of policies and refer these to ECUS for steering to the appropriate individual or policy committee for review and conflict resolution. and*
	   d. *identify the practices and procedures that are either inconsistent with the perceived current practice or procedure and/or for which there is no individual (position) responsible and authorized for their maintenance and refer these to ECUS for steering to appropriate individuals or committees for review*		

	was made and seconded. 6. *__Change Log__: Catherine Whelan noted that Mike Digby is maintaining a Change Log for the PPPM that will document the editorial changes that he is making as well as those changes that he is proposing for consideration and review by others.* 05 April 2013 Catherine Whelan provided an update on this item as part of the ECUS report documented in these minutes. This update brings closure to the 2012-2013 ECUS consideration of this matter.		

| Health Care Network | *24 Aug 2012*
It was noted that the recent transition to a new health care providers network has resulted in a smaller pool of in-network heath care providers for GC employees. Question: Who should take action and what action might be taken to affect change and enlarge the pool of in-network providers? One opinion was that the USG Presidents might be the most effective ambassadors for this concern.

28 Sep 2012
As Dr. Dorman's service as University President had begun 1 Sep 2012, he had not been present at the 24 Aug 2012 ECUS meeting. The aforementioned concern was rearticulated at this meeting and President Dorman agreed to represent this concern with relevant individuals in consultation with USG staff indicating that he has heard this concern expressed a number of times by faculty and staff in the context of his listening tour. In particular, President Dorman mentioned the July 2012 hire of Marion Fedrick as USG Vice Chancellor for Human Resources, noting that he planned to consult with her on this matter.

22 Feb 2012
An update was provided that other USG schools experience similar challenges of a smaller pool of in-network health care providers. The Board of Regents is acutely aware of this concern, which will be prominent in their deliberations as they explore ways to remedy this concern. | *24 Aug 2012*
There was agreement that this matter should be brought to the attention of President Dorman and revisited at the 7 Sep 2012 ECUS/SCC meeting. This would facilitate the timely steering of this matter to a senate committee in the event that action by the University Senate be deemed necessary or desirable. | *24 Aug 2012*
Catherine Whelan to add this to 7 Sep 2012 agenda

7 Sep 2012
a) *Catherine Whelan did add this to the 7 Sep 2012 agenda, however the consideration of this item was postponed to a future meeting.*
b) *Catherine Whelan to ensure this item is added to the agenda of a future ECUS meeting.*

28 Sep 2012
a) *Catherine Whelan did add this item to the 28 Sep 2012 ECUS agenda.*
b) *President Dorman will represent this concern in consultation with USG staff.*

05 April 2013
President Dorman has represented this concern in consultation with USG staff on a number of occasions since Sep 2012. |

	05 April 2013 There was no additional information to provide on this matter at this meeting. As this is the final meeting of the 2012-2013 academic year, this brings closure to the 2012-2013 ECUS consideration of this matter.		

Governance Calendar and Governance Retreat Planning Committee	*30 Nov 2012:*
	Catherine Whelan reminded the members of the Executive Committee that ECUS should
	1. *seek volunteers to serve on the Governance Retreat Planning Committee to plan the 2013 governance retreat and*
	2. *begin to prepare a draft the 2013-2014 governance calendar.*
	
	07 Dec 2012
	Catherine Whelan sought and received permission from Lyndall Muschell to invite individuals who are interested in serving on the Governance Retreat Planning Committee (for the 2013 Governance Retreat) to contact Lyndall Muschell. Catherine plans to extend an invitation to all university senators at the 18 Jan 2013 University Senate meeting.
	25 Jan 2013:
	1. **Governance Retreat Planning Committee:(GRPC)**
	   a. *Lyndall Muschell has agreed to serve as the point person for the planning of the 2013 governance retreat. Lyndall indicated that Deborah MacMillan and Craig Turner have volunteered to serve on the planning committee.*
	   b. *Both Jan Clark and Catherine Whelan volunteered to assist in the planning of the retreat as well.*
	   c. *Catherine Whelan indicated that she had consulted with President Dorman and he agreed to fund an off-campus governance retreat contingent on receiving a brief (one-page) written proposal from the planning*
			30 Nov 2012:
			Catherine Whelan will ensure that these topics (governance calendar and governance retreat planning committee) receive consideration by the Executive Committee.
			
			07 Dec 2012:
			Catherine Whelan intends to extend an invitation to serve on the 2012-2013 Governance Retreat Planning Committee to all senators at the 18 Jan 2013 meeting of the University Senate.
			
			25 Jan 2013:
			1. *Lyndall Muschell will send an email to the University Senate to invite its members to volunteer to serve on the 2012-2013 GRPC.*
			2. *Catherine Whelan will continue to prepare a draft the 2013-2014 Governance Calendar for review by the members of ECUS.*
			3. *Catherine Whelan to ensure that continued deliberation of the Governance Calendar is added as an agenda item for a future ECUS*

	committee that detailed anticipated costs and proposed a retreat site.	*meeting.*
	d. *Rather than having Catherine Whelan extend the invitation to serve on the 2012-2013 Governance Retreat Planning Committee orally at a meeting of the University Senate, Lyndall Muschell will send an email invitation to the membership of the University Senate to extend this invitation.*	*22 Feb 2013*
		1. *Catherine Whelan did circulate a draft of the 2013-2014 governance calendar for review by the members of ECUS.*
	e. *Historically, the staff in the office of the university president (Monica Starley, Kathy Waers, Ashton Dreyer) have been tremendously helpful with preparations for the governance retreat It is anticipated that they will be again called on for assistance throughout the planning process.*	2. *Catherine Whelan did ensure continued deliberation of the governance calendar by adding it to the tentative agenda of the 22 Feb 2013 ECUS meeting.*
	2. 2013-2014 Governance Calendar	3. *Catherine Whelan will incorporate the recommended changes and prepare another draft the 2013-2014 Governance Calendar for review by the members of ECUS.*
	a. *Catherine Whelan agreed to serve as point for the development of the 2013-2014 Governance Calendar.*	
	b. *This is an ECUS function with a deadline of 1 April 2013.*	
	c. *Catherine Whelan indicated she had begun to consider this calendar already and had some talking points for reflection by the membership and consideration at a future meeting. These included the following.*	4. *Catherine Whelan to ensure that continued deliberation of the Governance Calendar is added as an agenda item for a future ECUS meeting.*
	i. *President Dorman had asked Catherine Whelan to extend an invitation to the members of ECUS to propose a date or dates for Presidential University Convocations including the State of the University address for the*	*01 Mar 2013*
		1. *Catherine Whelan did incorporate the ECUS recommended changes and did circulate Draft 2 the 2013-2014*

	2013-2014 academic year. It was understood that the selection of these date(s) would ultimately be made by President Dorman.	*Governance Calendar for review by the members of ECUS. and Standing Committee Chairs.*
	ii. *A proposal that the ECUS/SCC meeting immediately follow the US Committee meetings and be scheduled on the same Friday of the month rather than have these meetings scheduled a week apart as in 2012-2013.*	*2. Catherine Whelan did ensure that continued deliberation of the Governance Calendar is added as an agenda item for a future ECUS meeting when she added it to the tentative agenda of the 01 Mar 2013 meeting.*
	iii. *A proposal that there be eight meetings in the academic year designated as college meetings and that the colleges individually determine how these meetings are allocated to department, college, or college committee meetings rather than have three meetings a month (department, college, college committee) as in 2012-2013.*	*3. Catherine Whelan to consult with President Dorman regarding meeting times for the blocks designated as "University Convocation?" on DRAFT 2.*
	iv. *A proposal that the professional development blocks on the 2012-2013 governance calendar be designated as "open" on the 2013-2014 governance calendar with the understanding that professional development could be scheduled in a meeting block designated as "open" on the governance calendar.*	22 Mar 2013 Catherine Whelan did consult with President Dorman regarding meeting times for the blocks designated as "University Convocation?" on DRAFT 2
	22 Feb 2013 1. **Governance Retreat Planning Committee:(GRPC)** a. *At the request of Lyndall Muschell on behalf of GRPC, Kathy Waers*	

contacted point persons at some potential retreat sites to obtain estimates for accommodations, meals, refreshments, meeting space, etc.

b. *These estimates were comparable with last year's retreat costs, and the exploration of the feasibility of these sites will continue.*

2. ***Governance Calendar***

a. *Catherine Whelan had circulated a draft of the governance calendar with the agenda. She circulated a comparison table of the proposed governance calendar for 2013-2014 with the 2012-2013 governance calendar. She also circulated an alternative proposal for 2013-2014 governance calendar provided to her by Craig Turner.*

b. *Among the changes proposed in Catherine's draft were*

i. *Make department, college committee, and college meetings to college meetings and defer the designation of these meetings to the colleges. Reduce the number of these meetings from 12 to 8 per semester.*

ii. *Schedule senate committee followed by ECUS/SCC meetings on the same Friday rather than on separate Fridays. Reduce the number of these meetings from 7 each for the academic year to 6 each for the academic year.*

        iii. *Reduce the number of senate meetings from 7 per academic year to 6 per academic year.*

        iv. *Roll professional development meeting type into the open category. And collect the reduced meetings above into open. Open meeting blocks increase from 2 in 2012-2013 to 19 in the proposed 2013-2014 calendar.*

   c. *Craig's draft differed from Catherine's in the following ways.*

        i. *Continue with 7 meetings of senate, senate committees, and ECUS/SCC rather than reducing the number of these meetings to 6.*

        ii. *Schedule University Faculty meetings to comply with BoR Policy 3.2.3.*

   d. *Catherine raised questions of what to do about including university convocation meetings and whether to include university chairs council meetings (given this council is not (in part by preference of its current members) formally a part of the university governance system) for committee consideration.*

   e. *After consideration of the pros and cons of the proposed options and the questions from Catherine, the majority opinion of those present was to accept Catherine's draft with the following amendments:*

        i. *Remove the University Chairs Council meetings from the*

proposed calendar to make it more purely a calendar of governance meetings.

    ii. Do not schedule university faculty meetings as they are not necessary given a clarification to the interpretation of BoR 3.2.3.

    iii. Continue to keep the University Convocation meetings in the mix at one per semester and consult with President Dorman on that.

<u>01 Mar 2013</u>

1. Catherine Whelan had circulated a draft of the governance calendar with the agenda. This was DRAFT 2 and included the changes made by the Executive Committee at its 22 Feb 2013 meeting when it reviewed DRAFT 1. A table comparing DRAFT 2 of the proposed 2013-2014 governance calendar with the 2012-2013 governance calendar had also been circulated with the agenda. The proposed changes were

    i. Replace department, college committee, and college meetings with simply college meetings and defer the designation of these meetings (as college, college committee, and department) to the discretion of the colleges. This provides more flexibility for colleges to customize the meeting schedule. For the purposes of this discussion,, the library was considered a college. Reduce the number of these meetings

	from 12 to 8 per semester. ii. *Schedule senate committee followed by ECUS/SCC meetings on the same Friday rather than on separate Fridays. Reduce the number of these meetings from 7 each for the academic year to 6 each for the academic year.* iii. *Reduce the number of senate meetings from 7 per academic year to 6 per academic year.* iv. *Replace the University Chairs Council meetings with open meeting blocks and make the calendar more purely a calendar of governance meetings. University Chairs Council would have flexibility to select meeting times from the open blocks available.* v. *Roll professional development meeting type into the open category. Also, classify the reduced meetings above into open. Open meeting blocks increase from 2 in 2012-2013 to 24 in the proposed 2013-2014 calendar.* vi. *Continue to keep the University Convocation meetings in the mix at one per semester and consult with President Dorman on that.* 2. *In addition, Catherine Whelan noted that the governance calendar is appropriately considered a prioritization calendar as it indicates which meetings have priority in a given block. The governance calendar is letting those individuals who schedule meetings during the Friday 2:00 to 5:00 common meeting blocks the meetings that*		

take priority for a given block. So if group X schedules a meeting during a meeting block designated for University Senate, group X should not expect university senators or those individuals desiring to attend the university senate meeting to be in attendance of the group X meeting as University Senate has priority for such a meeting block.

3. *Catherine Whelan also indicated a desire to promote a new practice for 2013-2014. Specifically, as meetings are scheduled during the 2-5 Friday common meeting block, they would be added to a public calendar in such a way that all members of the university community could see them. This would provide other meeting schedulers an opportunity to inform their selection of a meeting block with the latest list of meetings already scheduled.*

4. *A recommendation for the addition of a fourth designated senate committee meeting block for the fall 2013 semester was offered from the floor. This recommendation did not receive sufficient support to be acted on.*

5. *DRAFT 2 of the 2013-2014 Governance Calendar was endorsed by a majority of those present. It should be noted that the scheduling of the University Convocation meetings is still uncertain and these are listed as "University Convocation?" on DRAFT 2 of the governance calendar.*

22 Mar 2013
1. **Governance Retreat**
   a. *The governance retreat budget proposal that was circulated to the*

planning committee for review and approval via email was finalized to the satisfaction of all members of the planning committee. This proposal was submitted to President Dorman for consideration.

b. *Given the current economic reality, there may not be sufficient funds in the budgets to support an overnight retreat every year but perhaps every other year.*

c. *There was a general sentiment that all things being equal, retreats away from campus are preferred to those on campus.*

2. ***2013-2014 Governance Calendar***

a. *A new draft of the 2013-2014 Governance Calendar was circulated with the agenda and was considered by the committee.*

b. *It was noted that there were only two changes from the previous draft, the 2:00 pm ?University Convocation? events were no longer present. On Friday 16 Aug 2013, a 2:00 pm ?University Convocation? event was replaced by a 9:30 am University Faculty Meeting. On 17 Jan 2014, a 2:00 pm ?University Convocation? event was replaced by the two events 2:00 pm University Convocation and 3:30 pm Campus Reception.*

c. *These changes related to the service recognition matter on the agenda. It was noted that the 16 Aug 2013 9:30 am University Faculty Meeting was intended to recognize faculty and would include introductions of the*

new faculty, announcements of any change in positions by current faculty, recognition of the tenures and promotions that were effective 1 Aug 2013 and recognition of the faculty who had completed a service recognition milestone (10 years, 15 years, 20 years, 25 years, 30 years, etc.). The 17 Jan 2014 meetings that were added would be a State of the University talk by the University President in combination with the formal service recognition ceremony with a reception to follow this joint event.

d. *It was noted that there was a notation of "Approved ECUS 3/22/2013" on the cover page of the proposed 2013-2014 Governance Calendar.*

e. *The draft of the proposed 2013-2014 Governance Calendar was approved for circulation as the final version by those in attendance.*

f. *This approval provides closure to the 2012-2013 ECUS consideration of the 2013-14 Governance Calendar.*

05 April 2013
Catherine Whelan provided an update on these items as part of the ECUS report documented in these minutes. This update brings closure to the 2012-2013 ECUS consideration of these matters.

Electronic Presence (Website and Electronic Tools) of the University Senate	*07 Dec 2012*
	Conversation Points included:
	    a. There are a number of concerns about the current electronic presence including but not limited to the:
	      i. dysfunctional agenda tool,
	      ii. glitches in the online motion database,
	      iii. absence of staff support given the recent departure of Jay Lancaster,
	      iv. consideration of moving certain existing pages behind the firewall while leaving a public presence for the university senate, and
	      v. scattered presence among many sites (senate.gcsu.edu, us.gcsu.edu, senator database, minutes.gcsu.edu, etc.) rather than a single unified presence.
	    b. Craig Turner mentioned he had been contacted by Tanya Goette regarding her interest in recoding the online senator database for a class project in a course she will deliver in Spring 2013.
	    c. Bryan Marshall suggested that given the current absence of university staff support, the option of identifying a graduate student with capabilities to "fix" the existing glitches should be explored for feasibility.
	
	25 Jan 2013
	1. *Catherine Whelan agreed to schedule a*
		07 Dec 2012
		1. *There was agreement that a subgroup of the leadership (standing committee chairs and Executive Committee members) should meet to come up with a plan rather than the current piecemeal approach. Those expressing interest included Josh Kitchens, Bryan Marshall, and Craig Turner*
			07 Dec 2012
			1. *Catherine Whelan will consult with Tanya Goette regarding the recoding of the online senator database.*
			2. *Catherine Whelan will arrange a meeting of interested senate leaders to discuss the electronic presence of the University Senate.*
			
			25 Jan 2013
			1. *Catherine Whelan will continue to follow-up on the items listed above under the date of 07 Dec 2012.*
			2. *Catherine Whelan will schedule a meeting to discuss the electronic presence of the University Senate. The invitees for this meeting will include, but not necessarily be limited to, Bryan Marshall, Josh Kitchens, and Craig Turner.*
			
			22 Feb 2013
			1. *Catherine Whelan has*

	meeting to discuss the electronic presence of the University Senate. The invitees for this meeting will include, but not necessarily be limited to, Bryan Marshall, Josh Kitchens, and Craig Turner.		*followed up on the items listed above under the date of 07 Dec 2012.*

22 Feb 2013
1. *Catherine Whelan and the other members of the this work group (Bryan Marshall, Josh Kitchens, Craig Turner, Matthew Williams) have met and have drafted a plan to streamline the senate's public web presence and house much of the existing content in a space that would require Unify authentication for access. The streamlined public web presence will include information on how site visitors can request information about the senate.*
2. *The university senate graduate assistant, Matthew Williams, indicated that he has been in communication with the staff of the university webmaster to explore the details on implementing the changes listed in item 2 above.*
3. *Catherine Whelan is planning to circulate the latest draft of the plan to the work group members for their review and feedback.*

05 April 2013
Catherine Whelan provided an update on this item as part of the ECUS report documented in these minutes. This update brings closure to the 2012-2013 ECUS consideration of this matter.

2. *Catherine Whelan did schedule meetings to discuss the electronic presence of the University Senate. The invitees for these meeting did include Bryan Marshall, Josh Kitchens, Craig Turner, and Matthew Williams.*
3. *Catherine Whelan will circulate the latest draft of the plan to the work group members for their review and feedback.*

Student Health Insurance (Suicide Clause)	*07 Dec 2012*	*07 Dec 2012*	*07 Dec 2012*
	Some of the individuals present had been contacted by parents of students expressing concerns about the requirement to pay for attempted suicide care protection with the university if the existing health insurance coverage of the student did not include a suicide clause (attempted suicide care). None of those present had knowledge of applicable existing policy at either the university or USG level.	*Catherine Whelan offered to seek additional information on this matter and provide an update to the ECUS-SCC group.*	*Catherine Whelan to seek additional information on this matter and provide an update to the ECUS-SCC group.*
	22 Feb 2013		*22 Feb 2013*
	In the context of reviewing the unfinished ECUS business items during minutes cleanup, this matter was briefly discussed and the recommended disposition, endorsed by all present, was to steer this to SAPC for consideration.		*On behalf of ECUS, Catherine Whelan will steer this matter to SAPC for consideration.*
	05 Apr 2013		05 April 2013
	SAPC Chair, Dianne Chamblee, did indicate that SAPC received this item from Catherine Whelan, SAPC is still gathering information on this matter and has no update to report on this matter at this time.		Catherine Whelan did steer this matter to SAPC for consideration.
Upcoming Elections and Selections for the 2013-2014 University Senate and its committees	*25 Jan 2013*		*25 Jan 2013*
	1. *Catherine Whelan has been in contact with Toi Franks regarding the selection of four selected staff senators to serve on the 2013-2014 University Senate.*		1. *Catherine Whelan will facilitate the naming of individuals for service on the 2013-2014 University Senate and its committees. These include all the positions mentioned in items 1, 2, 3, and 4 in the Discussions/*
	2. *Once determined in March 2013, the President of the 2013-2014 SGA will be consulted regarding the selection of two selected student senators to serve on the 2013-2014 University Senate.*		
	3. *The appropriate chief officers will be contacted and each will be requested to*		

	name their respective chief officer designees for service on the 2013-2014 standing committees (APC, CAPC, FAPC, RPIPC, and SAPC).		*Conclusions column for this topic.*
	4. *Catherine Whelan will consult with President Dorman regarding the naming of Presidential Appointees for the 2013-2014 standing committees (APC, CAPC, FAPC, RPIPC, and SAPC) and will provide President Dorman information about how his predecessor named these appointees.*		2. *Lyndall Muschell will serve as facilitator of the at-large election for the naming of a successor to the elected faculty senator position presently held by Kirk Armstrong.*
	5. *Catherine Whelan reminded the committee that the deadline for the results of elected faculty senator elections in academic units (colleges, library) is 1 Feb 2013. Catherine indicated that she has already received these results from the CoB and the CoHS.*		3. *Lyndall Muschell and Catherine Whelan will draft an at-large election process for ECUS review.*
	6. ***At-large Election***		*01 Feb 2013*
	a. *At-large University Senator, Kirk Armstrong, has a 2010-2013 term of service and a successor for this elected faculty position is needed.*		1. *Lyndall Muschell and Catherine Whelan did draft an at-large election process for ECUS review.*
	b. *The University Senate bylaws charge ECUS to conduct the at-large election.*		*22 Feb 2013*
	c. *Lyndall Muschell agreed to take point on the implementation of the at-large election.*		1. *Lyndall Muschell did serve as facilitator of the at-large election for the naming of a successor (Howard Woodard) to fill the elected faculty senator position presently held by Kirk Armstrong.*
	d. *The deadline for completing the at-large election given in the University Senate bylaws is March 1.*		2. *Catherine Whelan has made good progress and will continue to facilitate item one under 25 Jan 2013*
	e. *Lyndall Muschell and Catherine Whelan agreed to draft a written election process for this at-large election. This process identifies the timeline for a nominations, election,*		

	and results announcement. f. *There was general agreement to use an on-line/electronic ballot to implement the at-large election.*		*above.* <u>05 Apr 2013</u> 1. Catherine Whelan and Lyndall Muschell have completed item one under 25 Jan 2013 above by drafting the slate of nominees for SCoN consideration.

22 Feb 2013
1. *Each of the academic unit elected faculty senator elections have reached successful conclusion. These election results have been announced via email by Catherine Whelan.*
2. *The at-large election has been conducted and Howard Woodard was elected. The complete at-large voting results were transferred from Catherine Whelan to Lyndall Muschell and may be relevant should a replacement for Howard Woodard be needed during his 2013-2016 term of service. Appreciation was expressed to Julie Collis for magnificent work in the preparation and distribution of the electronic ballot and the tabulation of voting results.*
3. *The naming of the selected staff senators for the 2013-2014 University Senate by Staff Council is in progress.*
4. *SGA officer elections are in progress. Once named, the 2013-2014 SGA President will be contacted regarding the selection of the two selected student senators for the 2013-2014 University Senate.*
5. *Catherine Whelan has been in contact with President Dorman regarding the naming of Presidential appointees for the 2013-2014 University Senate. President Dorman's selection of appointees is in progress.*

	6. *Some, but not all, of the chief officers have been contacted regarding the naming of their designees to 2013-2014 committees of the University Senate. As needed, additional contact is progressing.* 7. *Committee preference surveys for elected faculty senators and corps of instruction volunteers are in preparation and will be distributed as soon as they are available.* <u>05 April 2013</u> Lyndall Muschell provided an update on this item as part of the SCoN report documented in these minutes. This update brings closure to the 2012-2013 ECUS consideration of this matter.		

Recognitions (Certificates)	*25 Jan 2013*		*25 Jan 2013*
	1. *Catherine Whelan reminded the members of the committee of the recognition, with a certificate, to extended appreciation to*		1. *Catherine Whelan and Matthew Williams to prepare certificates of recognition of*
	a. *University Senators who are completing their term of service*		a. *University Senators who are completing their term of service*
	b. *Committee Members (other than University Senators) who served on the standing committees*		b. *Committee Members (other than University Senators) who served on the standing committees*
	c. *Committee Officers*		c. *Committee Officers*
	d. *Members of ECUS*		d. *Members of ECUS*
	2. *Catherine Whelan sought guidance on the following details.*		
	a. *Question: Is there a mechanism for generating a list of individuals to receive certificates of recognition? Answer: The online senator database generates a recognitions list. This report is generated by using the last entry under the Search menu.*		*22 Feb 2013* *There was confirmation that Catherine Whelan and Matthew Williams will prepare these recognitions.*
	b. *Question: Who on campus has the card stock and format for these certificates? Answer: The staff members in the office of the university president are typically the ones to assist with this.*		*05 Apr 2013* Catherine Whelan did meet with standing committee chairs right after the 15 Mar 2013 meeting of the University Senate asking them to distribute some of the certificates at their 22 Mar 2013 committee meetings. The remaining certificates
	c. *Question: How were these certificates prepared last year? Answer: Presiding Officer Jan Clark delegated the preparation of these certificates to the graduate assistant Matt Rogers, and he coordinated with the staff in the office of the president.*		
	3. *Catherine Whelan indicated that she and Matthew Williams (graduate assistant) will begin to prepare the certificates for distribution.*		

	05 April 2013 Catherine Whelan provided an update on this item as part of the ECUS report documented in these minutes. This update brings closure to the 2012-2013 ECUS consideration of this matter.		will be distributed at the 19 Apr 2013 meeting of the University Senate.

Service Recognition	*22 March 2013*		*22 March 2013*
	1. **Concerns** *Leading up the recent service recognition ceremony, several concerns were heard regarding service recognitions. Among these concerns were*		1. *Lyndall Muschell and Catherine Whelan to ensure that a motion is entered into the online motion database with the relevant supporting documentation for the proposed "Service Recognition Policy."*
	a. *A failure to recognize all the years for employees who had non-contiguous service.*		
	b. *The timing: scheduling the ceremony during a class meeting time rather than a common meeting time block.*		
	c. *Recognition Lag: (being recognized for your nth year of service late in your (n+1)st year where n = 10, 15, 20, 25, 30, …) This concern was expressed primarily by members of the faculty.*		
	2. **The Proposal** *A proposal called Service Recognition Policy had been circulated with the agenda. This document included all the standard information called for by the policy template and included some proposed procedural recommendations. The main concerns were addressed as*		
	a. *The proposal advocates for all years of service being recognized including non-contiguous years of service. Further, it proposes that each year (Aug 1) all supervisors will receive a list of employees and service time and will be asked to review with each employee they supervise the service time showing and either confirm that time as accurate or offer a correction to the time. This should ensure that the service time of each employee is accurately recorded.*		
	b. *The service recognition ceremony will be scheduled during a common meeting*		

time rather than a class time. In particular for 2013-2014, the service recognition ceremony will be combined with the State of the University address by the University President and is slated for Friday 17 Jan 2014 at 2 pm with a Campus Reception to follow at 3:30 pm.

c. *The service recognition lag concern will be addressed for faculty by first recognizing faculty eligible for the service recognition at the earliest opportunity – a faculty meeting in August prior to classes beginning. For 2013-2014, this is scheduled for Friday January 16 at 9:30 am wherein a variety of faculty recognitions will be made, among them years of service recognitions. The formal recognition (receiving of the token) will be done at the January ceremony, yet the eligible faculty members will be recognized in front of their peers at the August faculty meeting.*

3. **<u>Endorsement</u>** *After hearing the proposal in its entirety, a motion that ECUS sponsor the proposal entitled "Service Recognition Policy" as a formal motion for consideration by the 2012-2013 University Senate at its 19 Apr 2013 meeting was made, seconded, and approved with no further discussion.*

<u>05 April 2013</u>
Catherine Whelan provided an update on this item as part of the ECUS report documented in these minutes. This update brings closure to the 2012-2013 ECUS consideration of this

matter.		

Adviser Change Process	*22 March 2013*		
	1. A concern about the perception of the lack of a clear process to make a change to the academic adviser was offered for consideration. An anecdotal experience was relayed in which a student advisee was in academic distress and the adviser of record was not being notified. When attempting to make an adviser change, the individual requesting the change was given conflicting information and unable to complete the change.		
	2. Other faculty responded indicating that in their departments, the administrative assistant was able to modify the academic adviser for students in their departments.		
	3. The faculty member who reported the concern will take this information back to the source of the concern and attempts will be made to find resolution of this concern.		
	4. The concern may re-emerge at a future meeting to seek additional clarification in the event resolution cannot be achieved.		
	05 April 2013		
	There was no additional information to provide on this matter at this meeting. As this is the final meeting of the 2012-2013 academic year, this brings closure to the 2012-2013 ECUS consideration of this matter.		
Locking Classrooms	*22 March 2013*		
	1. A concern was raised regarding the requirement to lock classroom doors between classes during the day in a certain classroom building on campus.		

	2. *The concern was expressed that the current practice of requiring the classroom doors to be locked between each class period creates a safety hazard in that hundreds of students are milling about in the hall waiting for large lecture classes to be unlocked, and this practice additionally promotes a "prison lockdown" culture rather than an "inviting learning space" culture for our students.* 3. *A brief clarification of details occurred.* 4. *There was general agreement that there was a trade-off between security and convenience and that for security reasons classrooms should be locked, but perhaps at the end of the final class for the day and not necessarily between classes.* 5. *President Dorman indicated his intention to follow-up on this matter and seek additional information to see what (if anything) he might do about it.* 05 April 2013 There was no additional information to provide on this matter at this meeting. As this is the final meeting of the 2012-2013 academic year, this brings closure to the 2012-2013 ECUS consideration of this matter.		
VII. New Buisiness Actions/Recommendations			
University Senate Agenda and Minutes Review	1. **Tentative Agenda 19 Apr 2013**: Based on the committee reports at this meeting, a. **Motions** There will be two motions on the agenda of the 19 Apr 2013 meeting of the University Senate, specifically from APC (1): Distance		1. Catherine Whelan will draft the tentative agenda of the 19 Apr 2013 meeting of the University Senate. 2. Catherine Whelan to

	Education Policy and from ECUS (1) Service Recognition Policy. b. **Reports** Committee and administrative reports will also be agenda items. c. **Invitees** It was mentioned at earlier meetings that there will be one or more individuals, selected in consultation with Dr. Paul Jones, to field questions and provide information regarding the recycling topic mentioned in recent RPIPC reports wherein faculty/staff office trash bins were to be replaced by recycling bins as a cost-savings and encourage-sustainability measure. At the discretion of Catherine Whelan, other invitees may be included. 2. **Minutes 15 Mar 2013 Circulation**: A draft of the university senate minutes for the 15 Mar 2013 meeting was circulated to the attendees prior to the meeting As there were no concerns expressed for the draft minutes during the meeting, the draft minutes will be circulated to the university senators for review.		extend invitations, in consultation with Dr. Paul Jones, to one or more individuals for the recycling initiative. 3. Motions to be entered into the online motion database by APC and ECUS. 4. Craig Turner will circulate to the university senators the draft university senate minutes for the 15 Mar 2013 meeting providing the university senators an opportunity to review these minutes.
VIII. Next Meeting (Tentative Agenda, Calendar)			
1. Calendar	19 Apr 2013 @ 2pm Univ. Senate A&S 2-72 26 Apr 2013 @ 2pm Organizational Meetings of the 2013-2014 University Senate and its committees.		
2. Tentative Agenda	This was the last scheduled meeting of the 2012-2013 Executive Committee. The tentative agenda of the next scheduled meeting (organizational meeting of 2013-14 ECUS) will be set by Lyndall Muschell.		

| IX. Adjournment | As there was no further business to consider, a motion to adjourn was made and seconded. | The motion to adjourn was approved and the meeting adjourned at 3:12 pm. | |

Distribution:
First;   To Committee Membership for Review
Second: Posted to the Minutes Website

Approved by:_____
Committee Chairperson (Including this Approval by chair at committee discretion)

COMMITTEE NAME: EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE (ECUS)
COMMITTEE OFFICERS: CATHERINE WHELAN (CHAIR), LYNDALL MUSCHELL (VICE-CHAIR) CRAIG TURNER (SECRETARY)
ACADEMIC YEAR: 2012-2013

AGGREGATE MEMBER ATTENDANCE AT COMMITTEE MEETINGS FOR THE ACADEMIC YEAR:
"P" denotes Present, "A" denotes Absent, "R" denotes Regrets, "N/A" denotes Not Applicable (not on committee)

Acronyms	EFS = Elected Faculty Senator; CoAS = College of Arts & Sciences, CoB = College of Business; CoE = College of Education; CoHS = College of Health Sciences								
Meeting Dates	08-24-12	09-28-12	10-26-12	11-30-12	01-25-13	02-22-13	03-22-13		
Janet Clark *EFS; CoAS; ECUS Chair Emeritus*	P	P	P	P	P	R	P		
Steve Dorman *University President*	N/A	P	P	P	R	R	P		
Paul Jones *Interim University President*	R	N/A	N/A	N/A	N/A	N/A	N/A		
Joshua Kitchens *EFS; Library*	P	P	P	R	P	P	R		
Matthew Liao-Troth *Interim Provost*	P	R	P	P	P	P	P		
Deborah MacMillan *EFS; CoHS*	P	P	P	P	P	R	P		
Lyndall Muschell *EFS; CoE; ECUS Vice-Chair*	P	P	P	P	P	P	P		
Craig Turner *EFS; CoAS; ECUS Secretary*	P	P	P	P	P	P	P		
Catherine Whelan *EFS; CoB; ECUS Chair*	R	P	P	P	P	P	R		

AGGREGATE ATTENDANCE RECORD FOR MEETINGS OF THE EXECUTIVE COMMITTEE AND STANDING COMMITTEE CHAIRS
"P" denotes Present, "A" denotes Absent, "R" denotes Regrets

Acronyms	EFS = Elected Faculty Senator; CoAS = College of Arts & Sciences, CoB = College of Business; CoE = College of Education; CoHS = College of Health Sciences								
Meeting Dates	09-07-12	10-05-12	11-02-12	12-07-12	02-01-13	03-01-13	04-05-13*		
Janet Clark *EFS; CoAS; ECUS Chair Emeritus*	P	R	P	P	P	P	R		
Steve Dorman *University President*	P	R	P	R	R	R	R		
Joshua Kitchens *EFS; Library*	P	P	P	P	P	R	P		
Matthew Liao-Troth *Interim Provost*	P	P	P	R	P	P	P		
Deborah MacMillan *EFS; CoHS*	P	P	R	P	P	P	P		
Lyndall Muschell *EFS; CoE; ECUS Vice-Chair*	P	P	P	P	P	R	P		
Craig Turner *EFS; CoAS; ECUS Secretary*	P	P	P	P	P	P	P		
Catherine Whelan *EFS; CoB; ECUS Chair*	P	P	P	P	P	P	P		
Bryan Marshall *EFS; CoB; APC Chair*	R	R	P	P	P	P	P		
Susan Steele *EFS; CoHS; CAPC Chair*	P	P	R	P	P	P	P		
Leslie Moore *EFS; CoHS; FAPC Chair*	P	P	P	R	P	P	P		
Maureen Horgan *EFS; CoAS, RPIPC Chair*	P	P	P	P	P	R	P		
Dianne Chamblee *EFS; CoHS, SAPC Chair*	P	P	P	P	R	P	P		
John Swinton *EFS; CoB, SoCC Chair*	N/A	N/A	N/A	N/A	N/A	N/A	R		
Toi Franks *Staff Council Chair*	N/A	N/A	N/A	N/A	N/A	N/A	P		
Cody Allen *Student Government Association President*	N/A	N/A	N/A	N/A	N/A	N/A	A		

Note: Part of the 5 Apr 2013 meeting was a meeting of the Subcommittee on Nominations.

CHAIRPERSON SIGNATURE   DATE _____-
(Including this Approval by chair at committee discretion